



Applying Through Grants.gov Workspace

Introduction

To apply for a Federal Emergency Management Agency preparedness or mitigation grant, you must begin the application process on Grants.gov. Once the initial application for Federal Assistance (SF-424) is complete in Grants.gov, the application will be automatically migrated for initial review in the Non-Disaster Grants Management System (ND Grants). Once the initial review is complete, the application will be released and can then be completed in ND Grants.

NOTE:

- If you complete the SF-424 in Grants.gov, you will be the Authorized Official for the application—**only** the Authorized Official can submit an application in ND Grants

Prerequisites

To apply for a non-disaster grant:

- Your organization must have an Employer Identification Number (EIN) and a Data Universal Numbering System (DUNS) number
- You must have an account with Grants.gov

Step 1

Open the Applicants dropdown and click the [Apply for Grants](#) link

Figure 1. Click the [Apply for Grants](#) link under the Applicants dropdown

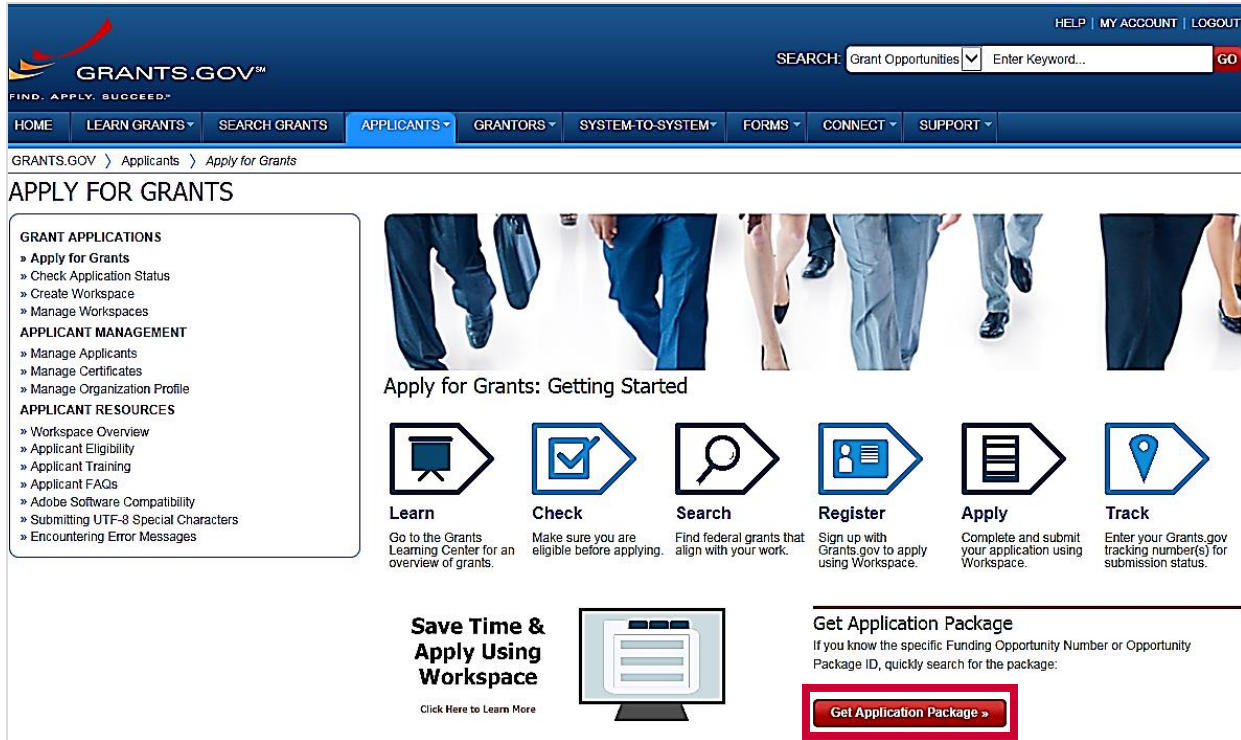




Step 2

Click the **Get Application Package** button to open the *Get Application Package Now* page

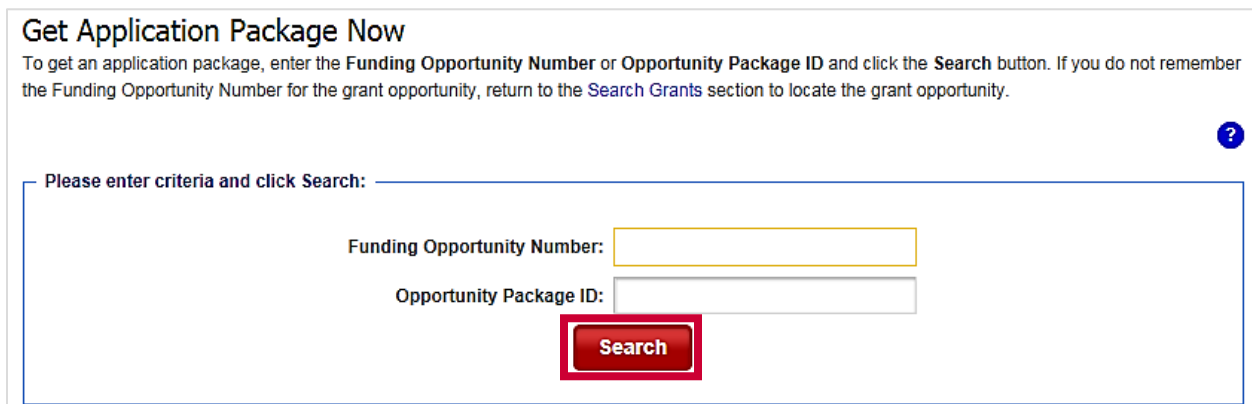
Figure 2. Click the **Get Application Package** button



Step 3

To view different funding opportunities, enter the Funding Opportunity number or the Opportunity Package ID into the text boxes and click the **Search** button

Figure 3. Enter the Funding Opportunity Number or Opportunity Package ID and click the **Search** button





Step 4

Identify the funding opportunity and click the **Apply** button in the Actions column

Figure 4. Click the **Apply** button in the Actions column

VIEW GRANT OPPORTUNITY ◀ Back | Link

DHS-18-GPD-042-04-02
Fiscal Year (FY) 2017 Emergency Management Performance Grant Program - Region 4
Department of Homeland Security - FEMA
COCO NDGRANTS 05 **Subscribe to Opportunity**

SYNOPSIS | **VERSION HISTORY** | **RELATED DOCUMENTS** | **PACKAGE**

Print Package List ?

Select Grant Opportunity Package

⚠ READ BELOW BEFORE YOU APPLY FOR THIS GRANT!
Before you can view and complete an application package, you **MUST** have Adobe Reader installed. Packages are posted in Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader. If more than one person is working on the application package, ALL applicants must be using the same software version. Click for more information on Adobe Reader Compatibility.

OPPORTUNITY PACKAGE(S) CURRENTLY AVAILABLE FOR THIS FUNDING OPPORTUNITY:

CFDA	Competition ID	Competition Title	Opportunity Package ID	Opening Date	Closing Date	Workspace Compatible	Actions
97.042			PKG00041256	02/20/2018	09/30/2018	Yes	Preview Apply

Step 5

Click the **Create Workspace** button

Figure 5. Click the **Create Workspace** button

VIEW GRANT OPPORTUNITY ◀ Back | Link

DHS-18-GPD-042-04-02
Fiscal Year (FY) 2017 Emergency Management Performance Grant Program - Region 4
Department of Homeland Security - FEMA
COCO NDGRANTS 05 **Subscribe to Opportunity**

SYNOPSIS | **VERSION HISTORY** | **RELATED DOCUMENTS** | **PACKAGE**

◀ Back to Packages | Print Package Details ?

⚠ Please review Applicant FAQs as you prepare and submit your application.

Selected Opportunity Package:

Opportunity Package ID: PKG00041256 Opening Date: Feb 20, 2018
 CFDA: 97.042 – Emergency Management Performance Grants Closing Date: Sep 30, 2018
 Competition ID – Title:

Apply Now Using Workspace

Create Workspace »



Step 6

Select the **New Workspace** radio button and enter the application name in the Application Filing Name text box. Then click the **Create Workspace** button

Figure 6. Complete all fields on the Create Workspace popup and click the **Create Workspace** button

Step 7

Click the **Download Instructions** button to access the instructions necessary for completing and submitting an application

Figure 7. Click the **Download Instructions** button

FORMS	PARTICIPANTS	ACTIVITY	DETAILS			
Workspace Actions: Preview Application Forms Check Application Sign and Submit Delete						
Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms: Download Instructions > ?						
Include in Package	Form Name (Click to Preview)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	—	—	—	Lock Download Upload Reuse Webform



Step 8

To begin the application, click the **Webform** link in the Actions column

Figure 8. Click the Webform link to begin the application

The screenshot shows a web interface with a top navigation bar containing 'FORMS', 'PARTICIPANTS', 'ACTIVITY', and 'DETAILS'. Below this is a 'Workspace Actions' section with buttons for 'Preview Application Forms', 'Check Application', 'Sign and Submit', and 'Delete'. A blue banner reads 'Application Package Forms - Users are encouraged to follow antivirus best practices when Downloading Instructions and Forms:' with a 'Download Instructions >' button and a help icon. Below the banner is a table with the following data:

Include in Package	Form Name (Click to Preview)	Requirement	Form Status	Last Updated Date/Time	Locked By	Actions
<input checked="" type="checkbox"/>	Application for Federal Assistance (SF-424) [V2.1]	Mandatory	Passed	Mar 06, 2018 09:52:52 AM EST	---	Lock Download Upload Reuse Webform

Step 9

Complete the application using the Grants.gov instructions as a guide

Step 10

To submit the application, click the **Sign and Submit** button. Then enter your Grants.gov password

Figure 9. Click the Sign and Submit button

The screenshot shows the same web interface as Figure 8. In this view, the 'Sign and Submit' button in the 'Workspace Actions' section is highlighted with a red box. The table below the banner remains the same as in Figure 8.



Step 11

When the application is submitted, the *Confirmation* page will appear. Note the Grants.gov Tracking Number, and use the tracking number to verify the application is downloaded into the ND Grants system

Figure 10. Note the Grants.gov Tracking Number on the Confirmation page



NOTE:

- The *Confirmation* page that the application has been submitted. It does not confirm that the application has been accepted



Step 12

To verify that the Grants.gov application was downloaded into ND Grants, select the **Check Application Status** link on the main Grants.gov screen

Figure 11. Click the **Check Application Status** link

The screenshot shows the Grants.gov Applicant Center interface. At the top, there is a navigation bar with the Grants.gov logo and a search bar. Below the navigation bar, the 'APPLICANTS' menu is selected. The main content area is titled 'APPLICANT CENTER' and contains several sections:

- WELCOME:** NDgrants Test
- GRANT APPLICATIONS:**
 - » Apply for Grants
 - » **Check Application Status** (highlighted with a red box)
 - » Create Workspace
 - » Manage Workspaces
- APPLICANT MANAGEMENT:**
 - » Manage Applicants
 - » Manage Certificates
 - » Manage Organization Profile
- APPLICANT RESOURCES:**
 - » Workspace Overview
 - » Applicant Eligibility
 - » Applicant Training
 - » Applicant FAQs
 - » Adobe Software Compatibility
 - » Submitting UTF-8 Special Characters
 - » Encountering Error Messages

The main content area also features three large boxes:

- APPLY USING WORKSPACE:** The legacy PDF application package will be retired on December 31, 2017, which will end the 2+ year lead time to transition to applying with Workspace. A button labeled 'Learn about Next Steps Here' is present.
- WORKSPACE TRAINING RESOURCES:** Workspace is the standard way to apply for grants on Grants.gov. You and members of your grants team may simultaneously access and fill out different webforms or PDF forms. Applicants can also reuse workspace forms for future opportunities. A button labeled 'Learn about Grants.gov Workspace Functionality' is present.
- GRANTS.GOV COMMUNITY BLOG:** Stay up to date with the latest updates and resources on the Grants.gov system on the Community Blog. Get previews of release updates, grant process...



Step 13

Enter the tracking number in the Grant Tracking Number field and click the **Search** button

Figure 12. Enter the tracking number into the Grant Tracking Number field

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

SEARCH: Grant Opportunities ▾ Enter Keyword... **GO**

HOME LEARN GRANTS ▾ SEARCH GRANTS APPLICANTS ▾ GRANTORS ▾ SYSTEM-TO-SYSTEM ▾ FORMS ▾ CONNECT ▾ SUPPORT ▾

GRANTS.GOV > Applicants > Check Application Status

CHECK APPLICATION STATUS

Please enter criteria and click Search:

Funding Opportunity Number: DHS-18-GPD-042-04-02 Grant Tracking Number:

DUNS:

Date Received: From: 12/05/2017 To: 03/05/2018 **Search**

Results: Enter MPIN for Organization Access Export Detailed Data

1-15 of 15 Records

Grant Tracking Number ▾	DUNS ▾	Funding Opportunity Number ▾	CFDA ▾	Competition ID ▾	Opportunity Package ID ▾	Date/Time Received ▾	Status ▾	Status Date/Time ▾	Submission Method ▾	Actions
GRANT00686678	0000000000000	DHS-18-GPD-042-04-02	97.042		PKG00041256	Feb 23, 2018 11:08:46 AM EST	Agency Tracking Number Assigned	Feb 23, 2018 11:29:52 AM EST	Workspace	Details Download

NOTE:

- Once the application is downloaded to ND Grants, the Status column will read Agency Tracking Number Assigned

Questions?

For additional assistance using the ND Grants, please contact the ND Grants Service Desk at 1-800-865-4076 or NDGrants@fema.dhs.gov. For programmatic or grants management questions, please contact your Program Analyst or Grants Specialist.

ND GRANTS Service Desk

Monday – Friday | 9:00 a.m. – 6:00 p.m. EDT | 1-800-865-4076 | NDGrants@fema.dhs.gov